Step 1: Log-in to your HF gmail, click the apps menu, and then select “More”

Step 2: Select NoodleTools

Step 3: Select “New Project”
**Step 4:** Name your project, select citation style, and level (Junior is recommended), and then click “Submit” to begin.

![Screenshot of a new project creation interface]

**Step 5:** You will be taken to your project’s Dashboard where you can create a thesis statement, share with your teacher, create notecards, write your paper, and create citations.

Click on “Sources” to create citations.

![Screenshot of a project dashboard interface]
**Step 6:** Select “Create New Citation” each time you create a citation

![Create new citation screen](image1.png)

**Step 7:** Select the media type (if you used one of the links from our Library Database page, select “Database”)

![Create new citation media type](image2.png)

**Step 8:** Select the source type

![Create new citation source type](image3.png)
Step 9: Fill out all of the bibliographic information that you have for your source and anything you do not have leave blank (be sure to spell everything correctly or copy and paste the information from an online source)—you can select the name of the database you used from the “My library’s databases” drop down menu.

Step 10: You can annotate your citation if you choose or leave it blank.
Before submitting, be sure to check the box “Include this source in my final bibliography” (this should be checked as a default).
**Step 11:** You will then see your citation created in your bibliography list. You can use the “Options” drop down menu to edit the citation, copy it, delete it, create a footnote, or ask a question.

**Step 12:** To create a bibliography page, select “Print/Export” and select “Print/Export” to Word or Google Docs.